

TO: Ecosystem Roundtable Members

FROM: Cindy Darling

DATE: September 15, 1998

RE: Role of members and alternates in Roundtable discussions and decisions

At the August 31, 1998, meeting, there was a discussion about low attendance at Roundtable meetings and the use of alternates or designees for absent Roundtable members. At the first Ecosystem Roundtable meeting on November 8, 1996, the Roundtable approved the use of preliminary draft operating procedures that outlined basic points regarding membership and meetings. The following provides a summary of the points related to membership, the appointment of alternates, and the role of alternates at meetings. This information may help with the discussions on the first agenda item.

"Duties of Members - Members should regularly reach out to their caucus or constituents provide them with information on the activities of the Ecosystem Roundtable and to discuss issues that are before the Ecosystem Roundtable."

"Terms of Office - Members of the Ecosystem Roundtable shall serve until BDAC is disbanded. The Ecosystem Roundtable may also be disbanded if a long-term permanent organization is developed to implement the Ecosystem Common Program for the CALFED Bay-Delta Program and it includes an acceptable stakeholder input process."

"Alternates - Official alternate members may be appointed for Ecosystem Roundtable members. They must be from the same organization as the Roundtable members to ensure they are free of any conflicts of interest. Alternates may attend in place of a member and may take part in discussions and decisions on items. However, alternates cannot be counted towards a quorum for action to be taken by the Ecosystem Roundtable."

"Quorum - A quorum, defined as a majority of the members of the Ecosystem Roundtable, is necessary for the transaction of business."

"Decision-Making and Recommendations - The Ecosystem Roundtable will strive to operate by consensus. However, if any recommendation is not unanimous, members will have the opportunity to relay a dissenting opinion to BDAC and CALFED by providing a minority report which will accompany any formally adopted recommendations."